### SUBST'S Request for Approval to Acquire Office Space PROMONE Program	ROUTING AND RECORD SHEET								
James H. McDonalds. Acting Deputy Director for Administration Date: Date: Date: Date: Date: Date: Date		oval to	Acquire	Office	Space				
SECOND COMPARISO COMPARI	James H. McDonald	Administ	EXTENSION						
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3 MAY 1983

DDS&T 368 - 83

MEMORANDUM FOR: Director of Central Intelligence

THROUGH:

Deputy Director of Central Intelligence

Executive Director Director of Logistics

FROM:

R. E. Hineman

Deputy Director for Science and Technology

SUBJECT:

Request for Approval to Acquire Office Space

REFERENCE:

DDS&T 295 - 83, 15 April 1983; SUBJECT:

Request for Leased Space

- Approval is requested to expend approximately \$40,000 to lease and renovate 1,920 square feet of office space for use by the Office of SIGINT Operations (OSO).
- OSO has an immediate requirement to accommodate the additional personnel required to support its approved FY-83 expanded and new SIGINT collection projects and transcribers/translators with external clearances only. current unavailability of office space at the or another Agency building necessitates rental of office space on the local market. I have by Reference requested the Director of Logistics to investigate the possibility of leasing space sufficient to meet their needs through at least FY-84. However, neither of the facilities in question are apt to be available until the September/October time frame and would not be suitable for housing the transcribers/ translators mentioned above.
- 3. The Office of Logistics has identified office space which meets OSO's immediate requirements. This space is a certified Special Compartmented Facility and at the same time provides a segregated area where transcribers/translators with external clearances only can work under controlled

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SUBJECT: Request for Approval to Acquire Office Space

Only minor alterations will be required; i.e., conditions. installation of a vault and conduits for secure telephones. It is estimated that these alterations will cost approximately \$10,000. The lease cost is \$15 a square foot or approximately \$29,000.

approval is requested In accordance with for the Office of Logistics to lease and renovate this space with expected occupancy of 1 June 1983. DDS&T will make funds available to pay for the renovation plus the first year's lease cost.

R. E. Hineman

CONCUR

Apirector of Logistics

11 MAY 1983 Date

APPROVED

per attached ER-2686-83 telFigence

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